

# Memorandum

To : All Commissioners

Date :

From : Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING, August 26, 1966  
Morro Bay, California

## PROPOSED AGENDA

1. Call to order 9:00 a.m.
2. Approval of Minutes - May 20, 1966, Sacramento, California
3. Approval of Expense Claims
4. Certification of Courses
  - a. Pre-Service Course
  - b. Supervisory Courses
5. Office of Law Enforcement Assistance Personnel Recruitment Project Proposal
6. Policies on Law Enforcement Experience - Certificates
7. Proposed Statewide Hearings on Specification Changes
8. 1967-1968 Budget
9. Miscellaneous Reports
  - a. Financial Status
  - b. Field Inspections
  - c. Certificate Progress
  - d. Proposed Expanded POST Program
  - e. Chairman's Report
10. Date and Location of Next Meeting
11. Adjournment

GEORGE H. PUDDY  
Executive Officer

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

August 26, 1966

Morro Bay, California

The meeting was called to order at 9:00 a.m. by Chairman Seares. A quorum was present:

ROBERT S. SEARES, Chairman  
ROBERT T. ANDERSEN  
HOWARD W. CAMPEN  
ALLEN B. COTTAR  
LOHN R. FICKLIN  
DAN KELSAY  
WILLIAM McCANN  
THOMAS REDDIN  
JOHN P. KENNEY, Representing the Attorney General

Also present:

GEORGE H. PUDDY, Executive Officer  
JACK McARTHUR, Field Representative  
KENNETH W. SHERRILL, Field Representative  
LAWRENCE MANSFIELD, Sheriff, San Luis Obispo County  
JESSE R. SMITH, Sergeant, California Highway Patrol

Absent:

MARTIN C. McDONNELL

APPROVAL OF MINUTES

No Commissioners having made objections, the Chairman directed that the minutes of the May 20 meeting of the Commission be approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

MOTION by Commissioner Andersen, seconded by Dr. Kenney, carried unanimously, that the following expense claims of the executive officer be approved:

# EXPENSE CLAIMS

George H. Puddy  
Executive Officer

May 17	Stockton		
" 27-28	Costa Mesa, Monterey	Travel	\$ 57.00
" 31	Oakland	Living Costs	33.00
			<u>\$ 90.00</u>
June 12-14	San Diego		
" 29	Los Angeles	Travel	\$ 93.00
		Living Costs	67.50
			<u>\$160.50</u>
July 6-9	Lake Arrowhead (Conference)		
		Travel	\$ 62.00
		Living Costs	95.00
			<u>\$157.00</u>
August 5	Vallejo		
		Travel	\$ 9.00
		Living Costs	5.65
			<u>\$ 14.65</u>
		TOTAL TRAVEL	\$221.00
		TOTAL LIVING COSTS	201.15
		<u>TOTAL EXPENSE</u>	<u>\$422.15</u>

## CERTIFICATION OF COURSES

### Pre-Service Course

Merritt College, Oakland, California

Mr. Puddy explained that the Merritt College staff had worked diligently throughout the summer to re-organize their police science course to conform with the requirements for Commission certification. The college was in the process of employing a full time coordinator to replace the present part time coordinator who has overseen the police science program for several years. Commissioner Ficklin raised the question as to whether it would be desirable to certify the course prior to the employment of a full time coordinator. After some discussion it was agreed that certification should be given at this time.

MOTION by Commissioner Reddin, seconded by Dr. Kenney, carried unanimously, that the above pre-service course be certified.

#### Supervisory Courses

College of the Redwoods, Eureka, California  
East Los Angeles College, Los Angeles, California  
Chabot College, Hayward, California  
Sunnyvale Public Safety Officer Training School

The executive officer explained that three of the four Supervisory Courses were presented by colleges whose pre-service program had been previously certified by the Commission.

MOTION by Dr. Kenney, seconded by Commissioner Andersen, carried unanimously, that the Supervisory Course at College of the Redwoods, East Los Angeles College, and Chabot College be certified.

A question was raised as to whether the Commission should certify a supervisory course offering to be presented by a jurisdictional school of the size represented by the City of Sunnyvale. After extensive discussion

MOTION by Commissioner Campen, seconded by Commissioner Andersen, carried unanimously, that action certifying the Sunnyvale course be deferred pending the gathering of further information by the executive officer on questions raised in the discussion.

The executive officer was directed to determine whether the designation of the Sunnyvale School by the Commission would interfere in the successful operation of the previously certified supervisory course offering at Foothill College. The information requested would be presented at a future meeting of the Commission.

#### OFFICE OF LAW ENFORCEMENT ASSISTANCE PERSONNEL RECRUITMENT PROJECT PROPOSAL

The executive officer reported to the Commission on the progress being made in the preparation of the proposal to be made to the Office of Law Enforcement Assistance, U. S. Department of Justice, relating to the program designed to improve law enforcement personnel recruitment. The work of the sub-committee of the Commission, consisting of Commissioners Campen and Ficklin and Dr. Kenney, was described. The executive officer further reported that the recommendations made by the sub-committee had been incorporated into the proposal and that the proposal was ready for tentative submission to the OLEA as quickly as a firm commitment in writing was received from the

advertising industry. It was suggested by Commissioner McCann that in lieu of paying a substantial fee to an advertising agency to provide technical advice to the program that this money could be better used if a qualified staff member was appointed or contracts were made with specialists on a consultant basis. Commissioner Mc Cann offered to provide specific advice to the staff in arranging for more comprehensive assistance from the advertising industry both in Northern and Southern California.

An additional question was raised by Commissioner Campen in the discussions as to the actual dollar contributions the Commission was committing itself to in the process of submitting the proposal. Mr. Puddy explained that no dollar contributions were being made by the Commission, but extensive staff time, including contributions in time made by members of the Commission, were a major contribution to the project by the Commission. A dollar value had not been placed on this, but the proposal clearly identified this contribution as a major support item on the part of the Commission.

MOTION by Commissioner Ficklin, seconded by Dr. Kenney, carried unanimously, that changes recommended by Commissioner Mc Cann be incorporated in the proposal and that the proposal be submitted to the OLEA for their semi-final review prior to formal submission.

#### POLICIES ON LAW ENFORCEMENT EXPERIENCE - CERTIFICATES

The chairman and the executive officer presented the Commission with a proposed policy that would serve as a guideline for determining whether a person is eligible to apply for a certificate. The proposed policy was to serve until such time as the Commission could hold hearings to formalize the policy into the certificate specification. After appropriate discussion, during which each item proposed was voted on and rejected, the Commission restated the proposed policy to read as follows:

Addition to: I. GENERAL PROVISIONS

- E. To be eligible for the award of a certificate, each applicant must be a full time, paid peace officer member of a California city police department, a county sheriff's department or the California Highway Patrol.

And

Addition to: III. LAW ENFORCEMENT EXPERIENCE

- B. Law enforcement experience in California as a full time, paid peace officer member of a city police department, county sheriff's department or the California Highway Patrol shall be acceptable for the full period of experience in these categories.

MOTION by Commissioner Ficklin, seconded by Commissioner Cottar, carried (two Commissioners not voting), that the proposed policies relating to the certificate specifications be restricted to the above. It was further agreed that this policy would be considered for hearings to be scheduled later in the fall.

### PROPOSED STATEWIDE HEARINGS ON SPECIFICATION CHANGES

The executive officer reported to the Commission that the Attorney General's Office and the Office of Administrative Procedures had recommended that statewide hearings be held on proposed changes in the specifications. Proposals were made affecting the following specifications:

1. the Physical Examination;
2. the Supervisory Course; and
3. the Basic, Intermediate and Advanced Certificates.

The Commission proceeded to establish a timetable for the holding of meetings and hearings covering changes in the three specifications mentioned above. It was agreed that the next meeting of the Commission would be held on September 30, 1966, in Sacramento to identify the subject matter to be considered at the later scheduled hearings. The executive officer was instructed to prepare proposed specifications covering changes agreed on for consideration at the next Commission meeting. The specific dates for the hearings will be determined at this meeting.

### 1967-68 BUDGET

The final draft of the proposed 1967-68 Budget was submitted to the Commission for consideration. Copies of the Budget had been provided to individual Commissioners prior to the meeting. After explanation by Mr. William Stoecker, Fiscal Officer, Department of Justice, and the executive officer

MOTION by Commissioner Reddin, seconded by Commissioner Kelsay, carried unanimously, that the 1967-68 Budget be approved.

A copy of the Budget is included as attachment A.

### MISCELLANEOUS REPORTS

#### Financial Status

The executive officer advised that the Commissioners had previously been supplied a copy of the most recent financial report. It was pointed out that receipts were not increasing at the same rate as were requests for

encumbrances. If the present rate continues, it is possible that some proportionate reduction in the 1966 allocation would be necessary. No estimate can be made at this time as to the amount of reduction in allocations. The Financial Report was as follows:

**FINANCIAL REPORT  
PEACE OFFICERS' TRAINING FUND  
July 1966**

**RECEIPTS:**

Training Fund Balance - December 31, 1965:	\$ 55,087.58
Receipts - Accumulated	447,826.56
Receipt - July	69,685.30
	\$572,599.44

**EXPENDITURES:**

Administrative Expense - Accumulated	\$ 48,107.82
Administrative Expense - July	4,901.84
	\$ 53,009.66

**ENCUMBRANCES:**

Applications for reimbursement - Accumulated	\$487,220.33
Applications for reimbursement - July	29,510.52
	\$516,730.85

TOTAL EXPENDITURES: \$569,740.51

NET BALANCE - July 31, 1966 \$ 2,858.93

**FINANCIAL REPORT ANALYSIS  
1966 Period of Allocation**

	<u>RECEIPTS</u>	<u>REIMBURSEMENTS ENCUMBERED</u>	<u>ADMINISTRATIVE EXPENSE</u>
January	\$ 67,695.25	\$ 135,847.27	\$ 6,978.32
February	65,403.14	132,931.01	5,853.51
March	79,937.36	61,542.59	11,143.56
April	57,238.59	95,143.67	5,694.17
May	90,636.31	32,537.57	5,998.10
June	86,915.91	29,218.22	12,440.16
July	69,685.30	29,510.52	4,901.84
	\$517,511.86	\$ 516,730.85	\$ 53,009.66

RECEIPT COMPARISON

Thru July 1965:

\$509,419.70

Thru July 1966:

\$517,511.86

ENCUMBRANCE COMPARISON  
(Jurisdiction Reimbursement)

\$456,794.45

\$516,730.85

/s/ George H. Puddy  
GEORGE H. PUDDY  
Executive Officer

Field Inspections

No verbal report was made to the Commission on the field contact and inspection report. A copy of a written report is included as attachment B.

Certificate Progress

It was reported that as of August 20 a total of 8,619 basic certificates, 727 intermediate certificates and 2,272 advanced certificates had been issued by the Commission for a total of 11,618. The executive officer further reported that the volume of applications had diminished somewhat due to the termination of Paragraph VIIC of the Specifications on July 1, 1966.

Proposed Expanded POST Program

The executive officer reported that on request of the Department of Finance a proposal was made and submitted expanding the scope of the present Peace Officer Standards and Training Program. The proposal suggested increases in the present basic and supervisory courses and suggested the additions of an administrative management, department head executive development, advanced officer in-service training and other desirable training courses. A copy of the proposal had been furnished members of the Commission prior to the meeting. No motion was considered necessary concerning the expanded program proposal as it had been furnished in compliance with a request from the Department of Finance.

Chairman's Report

It was announced by Commissioner Andersen that he intended to submit his resignation from the Commission after serving for two full terms encompassing the entire life of the Commission to this date. Commissioner



Andersen expressed his appreciation for the cooperation rendered him by other Commissioners and his satisfaction for having served with the Commission. Reasons for his resignation was that he had been appointed to another state committee by the Governor and that his available extra time would not permit him to serve both offices. Following the meeting, Mr. Andersen submitted his letter of resignation to the Office of the Governor and on September 6, 1966, the Governor accepted his resignation and expressed his appreciation for the time and energy Mr. Andersen has given the Commission.

Dr. Kenney informed the Commission that because he had accepted an appointment as Professor, Police Science and Administration, California State College at Long Beach, he was resigning his position as Deputy Director, Department of Justice, and will no longer represent the Attorney General at meetings of the Commission.

#### DATE AND LOCATION OF NEXT MEETING

The next meeting of the Commission is scheduled to be held at the State Department of Justice, 33rd and C Streets, Sacramento, California, on Friday, September 30, 1966.

#### ADJOURNMENT

The meeting was adjourned at 12:30p.m.

Respectfully submitted,

  
GEORGE H. PUDDY  
Executive Officer

## 1967-68 Budget

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

<u>DETAILS</u>	<u>No. of Positions</u>			<u>Actual</u> <u>1965-66</u>	<u>Estimated</u> <u>1966-67</u>	<u>Proposed</u> <u>1967-68</u>
PERSONAL SERVICES						
Authorized positions	5.6	7	7	\$ 54,178	\$ 72,200	\$ 74,435
Staff benefits . . . . .				5,094	7,200	7,440
Totals - Personal Services . . . . .	5.6	7	7	\$ 59,272	\$ 79,400	\$ 81,875
OPERATING EXPENSES						
General expense . . . . .				\$ 1,839	\$ 2,200	\$ 2,500
Printing . . . . .				841	700	800
Communications . . . . .				2,332	2,600	2,900
Traveling-in-State . . . . .				7,096	10,150	12,000
Traveling-out-State . . . . .				1,190	800	800
Rent - building space . . . . .				3,341	3,950	3,950
Pro rata charges. . . . .				3,799	4,700	5,170
Services from other agencies . . . . .				4,032	4,300	4,730
Totals - Operating Expenses . . . . .				\$ 24,470	\$ 29,400	\$ 32,850
EQUIPMENT . . . . .				\$ 44	\$ 1,344	\$ 500
TOTAL EXPENDITURES . . . . .				\$ 83,786	\$ 110,144	\$ 115,225

<u>FUND CONDITION</u>	<u>Actual 1965-66</u>	<u>Estimated 1966-67</u>	<u>Proposed 1967-68</u>
Peace Officers Training Fund			
Accumulated Surplus, July 1. . . . .	\$ 461,139		
Prior year adjustment . . . . .	518		
Accumulated Surplus, Adjusted . . . . .	461,657	\$ 454,800	\$ 364,456
Revenues: Miscellaneous revenues from local agencies. . . . .	908,725	935,000	950,000
Total Resources: . . . . .	\$1,370,382	\$1,389,800	\$1,314,456
Less Expenditures:			
Commission on Peace Officer Standards and Training. . . . .	\$ 83,786	\$ 110,144	\$ 115,225
Apportionments to cities and counties.	831,789	915,200	995,200
Total Expenditures . . . . .	\$ 915,575	\$1,025,344	\$1,110,425
Accumulated Surplus, June 30			
Surplus available for appropriation. . .	\$ 454,807	\$ 364,456	\$ 204,031

# FIELD CONTACT AND INSPECTION REPORT

August 22, 1966  
(Since May 20, 1966)

1.	Total Recruit Inspections Conducted	14
2.	Liaison Calls on Jurisdictions not in Program	6
3.	Jurisdictions in #2 above which have since joined the Program	1
4.	Advisory calls on Jurisdictions in Program	<u>5</u>
5.	Total Jurisdictions Contacted	26
6.	Jurisdictions which Adhere to all Standards	9
7.	Total Jurisdictions which do not Adhere to Standards and are scheduled for Re-inspection	6
8.	Jurisdictions Re-inspected and now Adhere to Standards	3
9.	Colleges and Meetings	8

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1.	Total number of Field Contacts	420
2.	Number of Jurisdictions Inspected and Meeting the Standards	216
3.	Number of "Probationary" Units (those inspected which do not meet Standards)	44
4.	Number of Jurisdictions known to be upgraded from Item 3 to Item 2 by counseling	22
5.	Jurisdictions visited not in the Program	61
6.	Jurisdictions in Item 5 which have since joined	21
7.	Number of Member Jurisdictions yet to Inspect	22
8.	Sizeable Jurisdictions with no Ordinance or Resolution:	

Santa Ana  
Redding  
Calexico  
Reedley  
Clovis  
Healdsburg  
Weed

Humboldt County  
Yolo County  
Imperial County  
Nevada County